

WATER SUPERVISOR

DEFINITION

Under direction, to plan, coordinate, oversee, and supervise the work of crews engaged in the maintenance and construction or production and operation of a public water utility; and to do related work as required.

ESSENTIAL FUNCTIONS

Implements goals, objectives, policies and priorities; coordinates section activities with other City departments and outside agencies; participates in conferences with engineers, contractors, other utilities and City staff regarding projects and problems; conducts safety meetings and enforces safety regulations; oversees a preventive maintenance program in the assigned area; maintains records and prepares reports; reads and interprets drawings and blueprints; inspects work in progress to ensure that it is done according to plans and specifications; coordinates and may inspect work done by contract on the water system; prepares project cost estimates; provides input on the division budget; responds to difficult customer inquiries and complaints; assists staff in the solution of difficult problems related to area of assignment; supervises, trains, and evaluates employees; makes recommendations regarding hiring, transfers, and promotions; recommends disciplinary action as needed up to and including termination; drives on City business; and the following typical tasks when assigned to the following areas:

MAINTENANCE/CONSTRUCTION: Supervises the construction and maintenance of mains, services, meters, valves, fire hydrants, fire services, back-flow devices and associated water distribution equipment; supervises pressure testing and disinfection of water system pipelines, services, and fire hydrants; supervises the water meter shop activities including meter purchases, testing, repair, maintenance, customer inquiries, and related reporting; ensures that customers are notified when water service is temporarily discontinued; may act in the absence of the Water Maintenance/Construction Superintendent.

PRODUCTION/OPERATION: Supervises the operation and maintenance of water system production, treatment, disinfection, storage reservoirs, tanks, and pumping stations; supervises water quality and pressure testing and disinfection of water system facilities; supervises applicable reporting requirements including related laboratory and field sampling; supervises water production and purchases from other agencies; may act in the absence of the Manager Water Production/Operations.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - water system operation, construction, maintenance, production, treatment, and storage practices, methods, equipment, techniques, and materials; basic principles of hydraulics, water production, and treatment; occupational hazards and safety precautions of the trade; applicable regulatory codes and laws relating to the operation of a water system; water quality testing and reporting procedures; budget or cost control; principles and practices of sound personnel supervision.
- Ability to - effectively plan, coordinate, manage, schedule, supervise and evaluate the performance of employees engaged in the assigned field of water activities; inspect work of others; pass Title 8 requirements for respirator use if required; implement work procedures and priorities for the efficient maintenance, construction, and operation of the water system; understand and interpret engineering plans, placement parts and functions, operational data and work orders; prepare project reports and maintain records and files; perform mathematical calculations; work under emergency conditions and respond to calls any time during a 24-hour period; work independently; communicate effectively, both orally and in writing; work shifts, weekends, and holidays; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Five years of recent experience in a water utility, including three years at the journeyman level in the assigned field (maintenance/construction or production/operation).

Special Conditions & Requirements: Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a valid Grade 2 (T2) (maintenance/construction) or Grade 3 (T3) (production/operation) Water Treatment Operator certificate issued by the State of California Department of Public Health as required by State legislation and a valid Grade 2 (D2) Water Distribution Operator certificate issued by the State of California Department of Public Health are required at time of permanent of appointment. Certificates are required to remain valid during the course of employment in this classification. A crane certification may be required based on job assignment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Six months of responsible supervisory and/or management experience.